

# **SETTING UP JOB PAY (PR-ADM-10)**

**JULY 2000**

***VERSION (3.0)***

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# SETTING UP JOB PAY

## OVERVIEW

Setting up Job Pay will take time. You will have to create Salary Tables, update Job Class Codes, and update Pay Types to interact with each other to automate the calculation of employee salaries. Along with being time-consuming, Job Pay setup can also be a complex process depending on how the district calculates salaries and deductions. This documentation shows how to implement Job Pay and provides examples of different Job Pay setups. Each district calculates salaries differently, and this document cannot resolve every issue for every district. If your district's specific needs are not addressed, you may wish to contact outside help to implement the Job Pay functionality.

For an overview of Job Pay, refer to the appropriate section in the *Introduction to Payroll/Personnel* document. Below is a checklist of items that must be accomplished before employees are set up in Job Pay. Instructions follow for each item below.

## Checklist for Job Pay Setup

- ☐ 1. Before setting up Job Pay in MUNIS, collect the following items:
  - a) All salary tables used in the district.
  - b) List of employee's rank and years of experience.
  - c) List of the Job Class Codes used by the district. See the document entitled *Setting Up Employee Classification Codes* for detailed instructions.

### Salary Tables:

- ☐ 2. Update existing and enter new Salary Tables for Certified Base Pay. Enter Salary Tables for Certified Extra Service.
- ☐ 3. Enter Salary Tables for Classified Base Pay.

### Job Class Codes:

- ☐ 4. Update Job Class Codes for Certified Base Pay and Extra Service.
- ☐ 5. Update Job Class Codes for Classified Base Pay.

### Pay Types:

- ☐ 6. Update Pay Types for Certified Base Pay, Extended Days, and Extra Service.
- ☐ 7. Update Pay Types for Classified Base Pay and Classified overtime.

# SALARY TABLES

Salary Tables hold salary information such as hourly rate, daily rate, period pay, and annual salary for up to 99 years of experience. Each employee's pay will be automatically calculated based on the grade and step/level that is assigned to each employee. The following guidelines will ensure that the conversion to Job Pay is accurate and complete:

1. Make sure your Salary Table has enough step/levels to cover the employee with the most years of experience.
2. Every Salary Table should cover 40 years of experience, at minimum. If employees in your district have more than 40 years of experience, be sure that all Salary Tables have enough Step/Levels to cover them. This will ensure that all salaries are calculated correctly, during both Job Pay implementation and in the future.

## CERTIFIED SALARY TABLES

Enter Salary Tables for Certified Base Pay. Extra Service Pay is calculated using either a flat amount or an index (percentage). If a flat amount is used, Salary Tables may be created for Certified Extra Service as well. Indexed Extra Service Pay, as well as Extended Days Pay, does not use Salary Tables.

First update all existing Salary Tables. Check all the fields in the Header for accuracy, updating them to correspond to your district's information. Continue to the second screen of the Salary Table and press Enter through all of the annual salary fields for each step/level, changing any incorrect amounts. This will recalculate the daily rate and period pay based on the updated Header information.

Add new Salary Tables as needed. Enter an Effective Date for these new Salary Tables that corresponds with the intended starting date of Job Pay, usually the beginning of the fiscal year.

**NOTE:** *Often the salary calculations for paraprofessionals who coach can be added as a Salary Table.*

## Updating Existing Base Pay Salary Tables

To Update Existing Certified Base Pay Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The following screen (Salary Table Header) is displayed:

Session	Edit	Commands	Settings	Help
SALARY TABLE FILE MAINTENANCE				
Action: <b>Find</b> Next Prev Browse Add Update Del Output Exit ...				
Query the current database table.				
Effective Date	[		]	
Group/BU Code	[	]		
Grade/Rank	[	]		
Description	[		]	
Pay Basis	[	]		
Pay Frequency	[	]		
Pay Calculation Code	[	]		
Default Pay Periods	[		]	
Offstep After Max Step	[	]		
Hours Per Day	[	]		
Hours Per Period	[	]	Days Per Period	[ ]
Hours Per Year	[	]	Days Per Year	[ ]
Comments	[			]
	[			]

1. Select **Find** from the Ring Menu and press **ESC** to find all existing Salary Tables.
2. Select **Update** from the Ring Menu.
3. Verify the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active.
<b>Group/BU Code</b>	<b>CERT.</b>
<b>Grade/Rank</b>	See <i>Appendix A</i> for an example of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Teacher Rank 1.

Field Name	Description
Pay Basis	A for annual.
Pay Frequency	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
Pay Calculation Code	32 for Annual Salary with a computed daily rate and period pay.
Default Pay Periods	Number of pay period the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
Offstep After Max Step	N for No.
Hours Per Day	Not used with <b>Calculation Code 32</b> .
Hours Per Period	Not used with <b>Calculation Code 32</b> .
Days Per Period	Not used with <b>Calculation Code 32</b> .
Hours Per Year	Not used with <b>Calculation Code 32</b> .
Days Per Year	<b>185</b> .
Comments	Any additional comments about the Salary Table.

4. Press **ESC** to save the Salary Table Header.
5. Select **2scr** from the Ring Menu.

The following screen (Salary Table) is displayed:

Session	Edit	Commands	Settings	Help
SALARY TABLE FILE MAINTENANCE				
Add: ESC to ADD, CTRL-P to CANCEL.				
Update: ESC to UPDATE, CTRL-P to CANCEL, CTRL-T to DELETE lines				
Enter annual salary.				
Eff.Date [07/01/1999] Group/BU [CERT] Offstep After Max Step [N]				
Grade/Rank [11 ] [TEACHER RANK 1 ] Pay Basis [A]				
Calculation Code [32] Default Pay Periods [24.0000]				
Hours/Period [ ] Days/Year [ 185.00] Hours/Year [ ]				
=====				
Step/Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary
----	-----	-----	-----	-----
[00]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

6. Select **Update** from the Ring Menu.
7. Press **Enter** through the **Annual Salary** field for each **Step/Level**, changing any incorrect amounts. This allows a recalculation of the **Daily Rate** and **Period Salary** based on the information entered on the Salary Table Header.
8. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.
9. Select **1scr** from the Ring Menu to return to the Salary Table Header.
10. Select **Next** from the Ring Menu to access the next Salary Table. Repeat the update process, starting at step 2, until all existing Certified Base Pay Salary Tables have been updated.



## Entering New Base Pay Salary Tables

To Enter New Certified Base Pay Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The Salary Table Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active. This should correspond with the intended starting date of Job Pay, usually the beginning of the fiscal year.
<b>Group/BU Code</b>	Enter <b>CERT</b> .
<b>Grade/Rank</b>	See <i>Appendix A</i> for examples of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Teacher Rank 1.
<b>Pay Basis</b>	Enter <b>A</b> for annual.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Pay Calculation Code</b>	Enter <b>32</b> for Annual Salary with a computed daily rate and period pay.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
<b>Offstep After Max Step</b>	Enter <b>N</b> for No.
<b>Hours Per Day</b>	Not used with <b>Calculation Code 32</b> .
<b>Hours Per Period</b>	Not used with <b>Calculation Code 32</b> .
<b>Days Per Period</b>	Not used with <b>Calculation Code 32</b> .
<b>Hours Per Year</b>	Not used with <b>Calculation Code 32</b> .
<b>Days Per Year</b>	Enter <b>185</b> .
<b>Comments</b>	Enter any additional comments about the Salary Table.

3. Press **ESC** to save the Salary Table Header.

The Salary Table screen is displayed. (For an example of the screen, see the previous section.)

4. Enter the **Annual Salary** that corresponds to each **Step/Level**. The **Daily Rate** and **Period Salary** is calculated based on the information entered on the Salary Table Header.
5. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

Repeat these steps until all needed Certified Base Pay Salary Tables have been created.

## Entering New Extra Service Salary Tables

To Enter New Certified Extra Service Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The Salary Table Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.
2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active. This should correspond with the intended starting date of Job Pay, usually the beginning of the fiscal year.
<b>Group/BU Code</b>	Enter <b>CERT</b> .
<b>Grade/Rank</b>	User-defined. See <i>Appendix B</i> for examples.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Teacher Rank 1.
<b>Pay Basis</b>	Enter <b>A</b> for annual.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
	<b>NOTE:</b> <i>If employees receive Extra Service Pay in different frequencies, enter the Pay Basis for the majority of the employees. On each employee's Job/Salary screen, change the Frequency, Number of Pays, and Remaining Pays fields to match how the employee receives pay.</i>
<b>Pay Calculation Code</b>	Enter <b>32</b> for Annual Salary with a computed daily rate and period pay.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
<b>Offstep After Max Step</b>	Enter <b>N</b> for No.
<b>Hours Per Day</b>	Not used with <b>Calculation Code 32</b> .
<b>Hours Per Period</b>	Not used with <b>Calculation Code 32</b> .
<b>Days Per Period</b>	Not used with <b>Calculation Code 32</b> .
<b>Hours Per Year</b>	Not used with <b>Calculation Code 32</b> .

Field Name	Description
Days Per Year	Enter <b>185</b> .
Comments	Enter any additional comments about the Salary Table.

3. Press **ESC** to save the Salary Table Header.

The Salary Table screen is displayed. (For an example of the screen, see the previous section.)

4. Enter the **Annual Salary** that corresponds to each **Step/Level**. The **Daily Rate** and **Period Salary** is calculated based on the information entered on the Salary Table Header.
5. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

Repeat these steps until all needed Certified Extra Service Salary Tables have been created.

## CERTIFIED SUBSTITUTE SALARY TABLES

Certified Substitutes can be entered into Job Pay only if they are coded as district-wide employees. If they are coded to the schools in which they substitute, they must instead use Recurring Pay.

Add new Salary Tables for Certified Substitute Base Pay. Enter an Effective Date for these new Salary Tables that corresponds with the intended starting date of Job Pay, usually the beginning of the fiscal year.

### Entering New Base Pay Salary Tables

To Enter New Certified Substitute Base Pay Salary Tables, Select:

- B) PAYROLL & PERSONNEL
  - I) Personnel File Maintenance
    - A) Salary Tables

The following screen (Salary Table Header) is displayed:

Session	Edit	Commands	Settings	Help
SALARY TABLE FILE MAINTENANCE				
Action: <b>Find</b> Next Prev Browse Add Update Del Output Exit ...				
Query the current database table.				
Effective Date	[		]	
Group/BU Code	[		]	
Grade/Rank	[		]	
Description	[		]	
Pay Basis	[		]	
Pay Frequency	[		]	
Pay Calculation Code	[		]	
Default Pay Periods	[		]	
Offstep After Max Step	[		]	
Hours Per Day	[		]	
Hours Per Period	[		]	Days Per Period [ ]
Hours Per Year	[		]	Days Per Year [ ]
Comments	[			]
	[			]

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active.
<b>Group/BU Code</b>	<b>SUBS.</b>
<b>Grade/Rank</b>	See <i>Appendix C</i> for an example of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Sub-Teacher Rk 1.
<b>Pay Basis</b>	<b>D</b> for daily.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Pay Calculation Code</b>	<b>31</b> for Daily Rate with no recurring amount or standard number of days.
<b>Default Pay Periods</b>	Number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
<b>Offstep After Max Step</b>	<b>N</b> for No.
<b>Hours Per Day</b>	Not used with <b>Calculation Code 31</b> .
<b>Hours Per Period</b>	Not used with <b>Calculation Code 31</b> .
<b>Days Per Period</b>	Not used with <b>Calculation Code 31</b> .
<b>Hours Per Year</b>	Not used with <b>Calculation Code 31</b> .
<b>Days Per Year</b>	Not used with <b>Calculation Code 31</b> .
<b>Comments</b>	Any additional comments about the Salary Table.

3. Press **ESC** to save the Salary Table Header.

The following screen (Salary Table) is displayed:

Session	Edit	Commands	Settings	Help
SALARY TABLE FILE MAINTENANCE				
Add: ESC to ADD, CTRL-P to CANCEL.				
Update: ESC to UPDATE, CTRL-P to CANCEL, CTRL-T to DELETE lines				
Enter annual salary.				
Eff.Date [07/01/1999] Group/BU [SUBS] Offstep After Max Step [N]				
Grade/Rank [SUB1] [SUB-TEACHER RK1] Pay Basis [D]				
Calculation Code [31] Default Pay Periods [24.0000]				
Hours/Period [ ] Days/Year [ ] Hours/Year [ ]				
=====				
Step/Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary
----	-----	-----	-----	-----
[00]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

4. Enter the **Daily Rate** that corresponds to each Step/Level.
5. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

Repeat these steps until all needed Certified Substitute Base Pay Salary Tables have been created.

## CLASSIFIED SALARY TABLES

After reviewing your Classified Salary Tables you may find complexities that will not allow Classified Tables to work in MUNIS. Although it is best to set up all employees in Job Pay, Classified employees can remain in Recurring Pay while Certified employees are converted to Job Pay. If only some Classified employees have setups too complex to convert to Job Pay, they may remain in Recurring Pay while the other Classified employees are switched into Job Pay.

There are four different types of Classified employee Salary Tables:

- **Hourly Timesheet Employees** paid an hourly rate with their time entered each payroll.
- **Hourly Employees** paid an hourly rate based on a well-defined work week. For example, these employees may work a regularly scheduled 40-hour pay period.
- **Hourly Annual Employees** paid an annual salary based on a hourly rate.
- **Annual Salary Employees** paid an annual salary and needing the salary broken into hourly rate and period pay.

## Entering Hourly Timesheet Employee Salary Tables

To Enter Classified Hourly Timesheet Employee Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The following screen (Salary Table Header) is displayed:



Session	Edit	Commands	Settings	Help
SALARY TABLE FILE MAINTENANCE				
Action: Find Next Prev Browse Add Update Del Output Exit ...				
Query the current database table.				
Effective Date	[		]	
Group/BU Code	[		]	
Grade/Rank	[		]	
Description	[		]	
Pay Basis	[		]	
Pay Frequency	[		]	
Pay Calculation Code	[		]	
Default Pay Periods	[		]	
Offstep After Max Step	[		]	
Hours Per Day	[		]	
Hours Per Period	[		]	Days Per Period [ ]
Hours Per Year	[		]	Days Per Year [ ]
Comments	[			]
	[			]

1. Select **Add** from the Ring Menu.
2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active. This should correspond with the intended starting date of Job Pay, usually the beginning of the fiscal year.
<b>Group/BU Code</b>	Enter <b>CLAS</b> .
<b>Grade/Rank</b>	User-defined. See <i>Appendix D</i> for examples of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Student Workers.
<b>Pay Basis</b>	Enter <b>H</b> for hourly.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Pay Calculation Code</b>	Enter <b>01</b> for Hourly Rate, with zero hours, period salary, annual salary, and daily rate.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
<b>Offstep After Max Step</b>	Enter <b>N</b> for No.

Field Name	Description
Hours Per Day	Not used with <b>Calculation Code 01</b> .
Hours Per Period	Not used with <b>Calculation Code 01</b> .
Days Per Period	Not used with <b>Calculation Code 01</b> .
Hours Per Year	Not used with <b>Calculation Code 01</b> .
Days Per Year	Not used with <b>Calculation Code 01</b> .
Comments	Enter any additional comments about the Salary Table.

3. Press **ESC** to save the Salary Table Header.

The following screen is displayed:

Session	Edit	Commands	Settings	Help
SALARY TABLE FILE MAINTENANCE				
Add: ESC to ADD, CTRL-P to CANCEL.				
Update: ESC to UPDATE, CTRL-P to CANCEL, CTRL-T to DELETE lines				
Enter annual salary.				
Eff.Date	[07/01/1999]	Group/BU	[CLAS]	Offstep After Max Step [N]
Grade/Rank	[STU ] [STUDENT WORKERS]	Pay Basis	[H]	
Calculation Code	[01]	Default Pay Periods	[24.0000]	
Hours/Period	[ ]	Days/Year	[ ]	Hours/Year [ ]
=====				
Step/Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary
----	-----	-----	-----	-----
[00]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

- Enter the **Hourly Rate** that corresponds to each **Step/Level**. Since the employees' time must be entered each payroll, the **Hourly Rate** is the only field that is used on this Salary Table
- Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

## Entering Hourly Employee Salary Tables

To Enter Classified Hourly Employee Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The Salary Table Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.
2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active. This should correspond with the intended starting date of Job Pay, usually the beginning of the fiscal year.
<b>Group/BU Code</b>	Enter <b>CLAS</b> .
<b>Grade/Rank</b>	User-defined. See <i>Appendix D</i> for examples of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Instructional Aide.
<b>Pay Basis</b>	Enter <b>H</b> for hourly.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Pay Calculation Code</b>	Enter <b>02</b> for Hourly Rate with standard hours and amount.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
<b>Offstep After Max Step</b>	Enter <b>N</b> for No.
<b>Hours Per Day</b>	Not used with <b>Calculation Code 02</b> .
<b>Hours Per Period</b>	Enter the number of hours per period the employees normally work.
<b>Days Per Period</b>	Not used with <b>Calculation Code 02</b> .
<b>Hours Per Year</b>	Not used with <b>Calculation Code 02</b> .
<b>Days Per Year</b>	Not used with <b>Calculation Code 02</b> .
<b>Comments</b>	Enter any additional comments about the Salary Table.

3. Press **ESC** to save the Salary Table Header.

The Salary Table screen is displayed. (For an example of the screen, see the previous section.)

4. Enter the **Hourly Rate** that corresponds to each **Step/Level**. The **Period Salary** and **Annual Salary** will be automatically calculated based on the information entered on the Salary Table Header.
5. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

## Entering Hourly Annual Employee Salary Tables

To Enter Classified Hourly Annual Employee Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The Salary Table Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active. This should correspond with the intended starting date of Job Pay, usually the beginning of the fiscal year.
<b>Group/BU Code</b>	Enter <b>CLAS</b> .
<b>Grade/Rank</b>	User-defined. See <i>Appendix D</i> for examples of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Cafeteria Supervisor.
<b>Pay Basis</b>	Enter <b>H</b> for hourly.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Pay Calculation Code</b>	Enter <b>03</b> for Hourly Rate with daily rate and annual salary.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, etc.).
<b>Offstep After Max Step</b>	Enter <b>N</b> for No.
<b>Hours Per Day</b>	Enter the number of hours the employees work per day.
<b>Hours Per Period</b>	Not used with <b>Calculation Code 03</b> .
<b>Days Per Period</b>	Not used with <b>Calculation Code 03</b> .
<b>Hours Per Year</b>	Not used with <b>Calculation Code 03</b> .
<b>Days Per Year</b>	Enter the days per year these employees will work. If employees work varying numbers of days, enter the number the majority of the employees use. Employees whose work schedule is different can be adjusted in the Job/Pay program.
<b>Comments</b>	Enter any additional comments about the Salary Table.

3. Press **ESC** to save the Salary Table Header.

The Salary Table screen is displayed. (For an example of the screen, see the previous section.)

4. Enter the **Hourly Rate** that corresponds to each **Step/Level**. The **Daily Rate, Period Salary**, and **Annual Salary** will be automatically calculated based on the information entered on the Salary Table Header.
5. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

## Entering Annual Salary Employee Salary Tables

To Enter Classified Annual Salary Employee Salary Tables, Select:

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

A) Salary Tables

The Salary Table Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field Name	Description
<b>Effective Date</b>	Date this Salary Table becomes active. This should correspond with the intended starting date of Job Pay, usually the beginning of the fiscal year.
<b>Group/BU Code</b>	Enter <b>CLAS</b> .
<b>Grade/Rank</b>	User-defined. See <i>Appendix D</i> for examples of codes.
<b>Description</b>	Description of the <b>Grade/Rank</b> , i.e., Assistant Financial Officer.
<b>Pay Basis</b>	Enter <b>A</b> for annual.
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Pay Calculation Code</b>	Enter <b>11</b> for Annual Salary with computed period salary and hourly rate or <b>32</b> for Annual Salary with computed hourly rate, daily rate and period pay.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, etc.).
<b>Offstep After Max Step</b>	Enter <b>N</b> for No.
<b>Hours Per Day</b>	Not used with <b>Calculation Code 11</b> . For <b>Calculation Code 32</b> , enter the number of hours the employees work per day. .
<b>Hours Per Period</b>	For <b>Calculation Code 11</b> , enter the hours per period employees work.
	<b>NOTE:</b> <i>An average can be used, if hours vary.</i>
	Not used with <b>Calculation Code 32</b> .
<b>Days Per Period</b>	Not used with <b>Calculation Code 11</b> or <b>32</b> .
<b>Hours Per Year</b>	Not used with <b>Calculation Code 11</b> or <b>32</b> .

<b>Field Name</b>	<b>Description</b>
<b>Days Per Year</b>	Not used with <b>Calculation Code</b> 11. For <b>Calculation Code</b> 32, enter the number of days scheduled to work per year.
<b>Comments</b>	Enter any additional comments about the Salary Table.



3. Press **ESC** to save the Salary Table Header.

The Salary Table screen is displayed. (For an example of the screen, see the previous section.)

4. Enter the **Annual Salary** that corresponds to each **Step/Level**. The **Daily Rate**, **Period Salary**, and **Hourly Rate** will be automatically calculated based on the information entered on the Salary Table Header.
5. Press **ESC** when the Salary Table is complete. At minimum, the Salary Table should cover 40 years of experience. If employees in your district have more than 40 years of experience, the Salary Table must contain enough Step/Levels to cover them.

# JOB CLASS CODES

The Job Classification (Title) Codes describe the type of job an employee performs, establishing default information pertaining to all the possible jobs a district employee may work. In the past, all Job Class Code numbers were assigned by the KDE Division of School Finance. A new enhancement introduces Summary Classes, which are state-assigned summary Job Class Codes. Statewide payroll reports will now use these Summary Classes. Now districts can add new, district-specific Job Class Codes to track employees at a more detailed level, if desired. The enhancement maintains consistency in statewide reporting and aggregation and comparison of data received by the state.

The new Summary Class enhancement also allows the following employee categories to be entered into Job Pay:

- Employees with multiple salary schedules, each with a different Calculation Code, for the same job
- Employees with multiple Extra Service jobs, e.g., 5105 – Basketball and Football Coach
- Employees that need multiple Base Pay records for their primary job
- Split fund employees (for the purposes of Job Pay, only those employees paid out of a federal grant where the grant is responsible for matching teacher retirement).

For more information on Summary Classes and adding new Job Class Codes, see *PR-ADM-5 Setting Up Employee Classification Codes. Appendix B* of that document lists all the Summary Codes.

Every Job Class Code the district uses will need to be linked to a Salary Table, if and only if the pay is calculated by a Salary Table. If a Salary Table is not used, the salary calculations can still be processed through Job Pay.

## CERTIFIED JOB CLASS CODES

Instructions to set up Certified Job Class Codes for Base Pay and Extra Service are included below. The Job Class Codes that use Salary Tables must be linked to those Salary Tables. If the pay is based on a calculation other than Salary Tables, such as an extra service pay index, add these on each individual employee's Job Pay record. However, these "specialized" Job Class Codes must still be updated with Job Pay information.

**NOTE:** *Summary Class Codes for Certified Base Pay are located in the range of 0010-3999 and Extra Service in the range of 5000-5999. Additional Job Class Codes for Certified Base Pay should be in the 4000 – 4999 range and Extra Service in the 6000 – 6999 range.*

## Linking Job Class Codes to Salary Tables

To Link Certified Job Class Codes to Salary Tables, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

M) Job Class Codes

The following screen (Job Class Code Header) is displayed:

Session	Edit	Commands	Settings	Help
JOB CLASS CODE F/M				
Action:	Find	Next	Prev	Browse
	Add	Update	Del	Output
	Exit	...		
Query the current database table.				
Job Class Code	[ ]	Short Desc	[ ]	
		Long Desc	[ ]	
Summary Class	[ ]			
Group Code	[ ]			
Location	[ ]			
Default Primary Org	[ ]	Object	[ ]	Project [ ]
Base Pay Type	[ ]			
Longev/Exp Pay Type	[ ]			
Risk Code	[ ]			
Teacher (Y/N)	[ ]			
Substitute (Y/N)	[ ]	Sub Pay Table	[ ]	
Non-Payroll	[ ]	Days Worked	[ ]	
Civil Service Cat	[ ]			
EEO Class	[ ]			
EEO Function	[ ]			

1. Select **Find** from the Ring Menu.
2. Enter the **Job Class Code** to be updated and press **ESC**.
3. Select **Update** from the Ring Menu.
4. Enter **CERT** in the **Group Code** field. This field must be populated for the Job Class Code to properly interact with the correct Salary Table.
5. Enter **No** in the **Days Worked** field.
6. Press **ESC** to update the Job Class Code Header.

7. Select **2scr** from the Ring Menu.

The following screen (Job Class Code Detail) is displayed:

Session	Edit	Commands	Settings	Help								
JOB CLASS CODE F/M												
Action: ... <b>2scr</b> Types Job Sub-pay Copy												
Display second screen of job class data.												
<div> <div>Action: <b>Next</b> Prev Update FLSA-overtime 1scr</div> <div>Display next selected data item.</div> <div> <div>Job Class Code [2010] [PRESCHOOL CLASSROOM INSTRUCTO]</div> <div> <div>Position Control [N]</div> <div>Overtime Table Code [ ]</div> </div> <div> <div>Use Salary Table [Y]</div> <div> <div>Minimum Grade/Level [11 ]/[ 0]</div> <div>Maximum Grade/Level [51 ]/[40]</div> </div> <div> <div>Pay Basis [A] ANNUAL</div> <div>Calculation Code [32] ANNUAL SALARY, W/ DAILY-RATE &amp;</div> <div> <div>Minimum Rate [ .00]</div> <div>Maximum Rate [ .00]</div> </div> <div> <div>Pay Frequency [M] MONTHLY</div> <div> <div>Default Pay Periods [12.000]</div> <div>Hours Per Period [ ]</div> </div> <div> <div>Hours Per Year [ .00]</div> <div>Days Per Year [ .00]</div> </div> <div> <div>Hours Per Day [ .00]</div> <div>Days Per Month [ ]</div> </div> </div> </div> </div> </div> </div> <div data-bbox="230 1129 656 1167" data-label="Text"> <p>7. Select <b>Update</b> from the Ring Menu.</p> </div> <div data-bbox="230 1194 589 1234" data-label="Text"> <p>8. Enter the following fields:</p> </div> <div data-bbox="230 1243 1479 1873" data-label="Table"> <table> <tr> <th>Field Name</th><th>Description</th></tr> <tr> <td>Use Salary Table</td><td>Enter <b>Y</b> for Yes.</td></tr> <tr> <td>Minimum Grade/Level</td><td>Enter <b>11</b> and <b>0</b>.  <b>NOTE:</b> <i>Kentucky school districts use 11 as the highest grade/level and 51 as the lowest. Since MUNIS interprets 51 as greater than 11, entering 51 in this field would cause problems. Therefore, 11 must be entered as the minimum.</i></td></tr> <tr> <td>Maximum Grade/Level</td><td>Enter <b>51</b> and <b>40</b>.  <b>NOTE:</b> <i>Kentucky school districts use 11 as the highest grade/level and 51 as the lowest. Since MUNIS interprets 11 as less than 51, entering 11 in this field would cause problems. Therefore, 51 must be entered as the maximum.</i></td></tr> </table> </div> <div data-bbox="230 1934 651 2001" data-label="Page-Footer"> <p>Kentucky Department of Education MUNIS Payroll/Personnel User Guide</p> </div> <div data-bbox="1138 1934 1391 1969" data-label="Page-Footer"> <p>PR-ADM-10 Page 25</p> </div>					Field Name	Description	Use Salary Table	Enter <b>Y</b> for Yes.	Minimum Grade/Level	Enter <b>11</b> and <b>0</b> .  <b>NOTE:</b> <i>Kentucky school districts use 11 as the highest grade/level and 51 as the lowest. Since MUNIS interprets 51 as greater than 11, entering 51 in this field would cause problems. Therefore, 11 must be entered as the minimum.</i>	Maximum Grade/Level	Enter <b>51</b> and <b>40</b> .  <b>NOTE:</b> <i>Kentucky school districts use 11 as the highest grade/level and 51 as the lowest. Since MUNIS interprets 11 as less than 51, entering 11 in this field would cause problems. Therefore, 51 must be entered as the maximum.</i>
Field Name	Description											
Use Salary Table	Enter <b>Y</b> for Yes.											
Minimum Grade/Level	Enter <b>11</b> and <b>0</b> .  <b>NOTE:</b> <i>Kentucky school districts use 11 as the highest grade/level and 51 as the lowest. Since MUNIS interprets 51 as greater than 11, entering 51 in this field would cause problems. Therefore, 11 must be entered as the minimum.</i>											
Maximum Grade/Level	Enter <b>51</b> and <b>40</b> .  <b>NOTE:</b> <i>Kentucky school districts use 11 as the highest grade/level and 51 as the lowest. Since MUNIS interprets 11 as less than 51, entering 11 in this field would cause problems. Therefore, 51 must be entered as the maximum.</i>											

9. Press **ESC** to save the Job Class Code Detail screen.

**NOTE:**        *Do not add default Pay/Deduction Types until Recurring Pay Records have been converted to Job Pay Records.*

10. Repeat the process until all Certified Job Class Codes that use Salary Tables are linked.

## Updating Specialized Job Class Codes

Specialized Job Class Codes are those that are not based on Salary Tables. Usually only one employee is attached to the Job Class Code, such as the Transportation Director, or FRYSC Director.

**To Update Certified Specialized Job Class Codes, Select:**

B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        M) Job Class Codes

The Job Class Code Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Find** from the Ring Menu.
2. Enter the **Job Class Code** to be updated and press **ESC**.
3. Select **Update** from the Ring Menu.
4. Enter **CERT** in the **Group Code** field.
5. Enter **No** in the **Days Worked** field
6. Press **ESC** to update the Job Class Code Header.
7. Select **2scr** from the Ring Menu.

The Job Class Code Detail screen is displayed. (For an example of the screen, see the previous section.)

8. Enter the following fields:

Field Name	Description
Use Salary Table	Enter <b>N</b> for No.
Pay Basis	Enter <b>A</b> for Annual.
Calculation Code	Enter <b>32</b> for Annual Salary with a computed daily rate and period pay.
Pay Frequency	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
Default Pay Periods	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
Hours Per Period	Not used with <b>Calculation Code 32</b> .
Hours Per Year	Not used with <b>Calculation Code 32</b> .
Days Per Year	Enter <b>185</b> .
Hours Per Day	Not used with <b>Calculation Code 32</b> .

8. Press **ESC** to save the Job Class Code Detail screen.
9. Repeat the process until all those Certified Job Class Codes that do not use Salary Tables are updated.

## CLASSIFIED JOB CLASS CODES

Instructions to add Classified Job Class Codes are included below. There are two main categories, employees whose salary calculations are based on Salary Tables and those whose salaries do not come from a salary schedule. Both types of employees can be entered into Job Pay, but will have different Job Class Code structures. All Classified Summary Class Codes fall in the range of 7000-7999. When adding additional Job Class Codes that are linked to Classified Summary Class Codes, enter codes in the range of 8000-8999.

**NOTE:** *A Job Class Code must be either linked to a Salary Table or updated with salary calculations.*

## Linking Job Class Codes to Salary Tables

**To Link Classified Job Class Codes to Salary Tables, Select:**

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

M) Job Class Codes

The following screen (Job Class Code Header) is displayed:

Session	Edit	Commands	Settings	Help
JOB CLASS CODE F/M				
Action:	Find	Next	Prev	Browse
	Add	Update	Del	Output
	Exit	...		
Query the current database table.				
Job Class Code	[ ]	Short Desc	[ ]	
		Long Desc	[ ]	
Summary Class	[ ]			
Group Code	[ ]			
Location	[ ]			
Default Primary Org	[ ]	Object	[ ]	Project [ ]
Base Pay Type	[ ]			
Longev/Exp Pay Type	[ ]			
Risk Code	[ ]			
Teacher (Y/N)	[ ]			
Substitute (Y/N)	[ ]	Sub Pay Table	[ ]	
Non-Payroll	[ ]	Days Worked	[ ]	
Civil Service Cat	[ ]			
EEO Class	[ ]			
EEO Function	[ ]			

1. Select **Find** from the Ring Menu.
2. Enter the **Job Class Code** to be updated and press **ESC**.
3. Select **Update** from the Ring Menu.
4. Enter **CLAS** in the **Group Code** field. This field must be populated for the Job Class Code to properly interact with the correct Salary Table.
5. Enter **No** in the **Days Worked** field
6. Press **ESC** to update the Job Class Code Header.
7. Select **2scr** from the Ring Menu.

The following screen (Job Class Code Detail) is displayed:

Session	Edit	Commands	Settings	Help
JOB CLASS CODE F/M				
Action:	...	2scr	Types	Job Sub-pay Copy
Display second screen of job class data.				
<div> <div>Action: Next Prev Update FLSA-overtime 1scr</div> <div>Display next selected data item.</div> <div> <div>Job Class Code [7161] [ACCOUNTING MANAGER]</div> <div>Position Control [N]</div> <div>Overtime Table Code [ ]</div> <div>Use Salary Table [Y]</div> <div>Minimum Grade/Level [G1 ][ 0] Maximum Grade/Level [G6 ][ 40]</div> <div>Pay Basis [ ]</div> <div>Calculation Code [ ]</div> <div>Minimum Rate [ .00] Maximum Rate [ .00]</div> <div>Pay Frequency [ ]</div> <div>Default Pay Periods [ 0.000] Hours Per Period [ ]</div> <div>Hours Per Year [ .00] Days Per Year [ .00]</div> <div>Hours Per Day [ .00]</div> </div> </div>				

7. Select **Update** from the Ring Menu.



8. Enter the following fields:

<b>Field Name</b>	<b>Description</b>
<b>Use Salary Table</b>	Enter <b>Y</b> for Yes.
<b>Minimum Grade/Level</b>	Enter the lowest classification (based on alpha-numeric order) and <b>0</b> .
<b>Maximum Grade/Level</b>	Enter the highest classification (based on alpha-numeric order) and <b>40</b> .

9. Press **ESC** to save the Job Class Code Detail screen.

10. Repeat the process until all those Classified Job Class Codes that use Salary Tables are linked.

## Updating Specialized Job Class Codes

Specialized Job Class Codes are those that are not based on Salary Tables. Usually only one employee is attached to the Job Class Code, such as the Transportation Director, or FRYSC Director.

### To Update Classified Specialized Job Class Codes, Select:

#### B) PAYROLL & PERSONNEL

##### A) Auxiliary Programs

##### M) Job Class Codes

The Job Class Code Header screen is displayed. (For an example of the screen, see the previous section.)

1. Select **Find** from the Ring Menu.
2. Enter the **Job Class Code** to be updated and press **ESC**.
3. Select **Update** from the Ring Menu.
4. Enter **CLAS** in the **Group Code** field.
5. Enter **No** in the **Days Worked** field
6. Press **ESC** to update the Job Class Code Header.
7. Select **2scr** from the Ring Menu.

The Job Class Code Detail screen is displayed. (For an example of the screen, see the previous section.)

8. Enter the following fields:

Field Name	Description
<b>Use Salary Table</b>	Enter <b>N</b> for No.
<b>Pay Basis</b>	Enter <b>A</b> for Annual or <b>H</b> for Hourly.
<b>Calculation Code</b>	Enter: For:
	<b>11</b> Annual Salary with computed period salary and hourly rate
	<b>32</b> Annual Salary with a computed daily rate and period pay
	<b>01</b> Hourly Rate, with zero hours, period salary, annual salary, and daily rate
	<b>02</b> Hourly Rate with standard hours and amount

Field Name	Description
	<b>03</b> Hourly Rate with daily rate and annual salary
<b>Pay Frequency</b>	Default frequency which the employee receives pay: weekly, biweekly, semimonthly, etc. Press <CTRL><W> or F9 for a list of codes.
<b>Default Pay Periods</b>	Enter the number of pay periods the employees will be paid, corresponding to the <b>Pay Frequency</b> (e.g., enter <b>12</b> for monthly, <b>26</b> for biweekly, etc.).
<b>Hours Per Period</b>	Used with <b>Calculation Codes</b> 02 and 11 only. Enter the hours worked per pay period.
<b>Hours Per Year</b>	Not used with Classified Specialized Job Class Codes.
<b>Days Per Year</b>	Used with <b>Calculation Codes</b> 03 and 32 only. Enter the days worked per year.
<b>Hours Per Day</b>	Used with <b>Calculation Code</b> 03 and 32. Enter the hours worked per day.

8. Press **ESC** to save the Job Class Code Detail screen.
9. Repeat the process until all those Classified Job Class Codes that do not use Salary Tables are updated.

# PAY TYPES

This section provides instructions for updating existing Pay Type Codes. Pay Type Codes contains an entry for each type of pay that a district employee may receive (regular, overtime, sick pay, stipend, etc.). The Pay Type Code is linked to employees to create Employee Job Pay Records. Refer to the *Setting Up Pay Type Codes* document in the *Payroll Setup & Administration* section for a list of standard Pay Type Codes.

## CERTIFIED PAY TYPES

Update Pay Type Codes for Certified Base Pay, Extended Days, and Extra Service. Certain fields must be set up for correct salary calculations.

## Updating Pay Type Codes

To Update a Certified Pay Type Code, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

L) Pay Type Codes

The following screen is displayed:

Session	Edit	Commands	Settings	Help
PAY TYPE CODE FILE MAINTENANCE				
Action: Find Next Prev Add Del Browse Output Update Exit ...				
Query the current database table.				
Pay Type Code	[ ]	Short Desc	[ ]	Abbrev [ ]
		Long Desc	[ ]	
W2 Code	[ ]		Include on Job Screen?	[ ]
Category Code	[ ]		Include on Rec Earn Screen	[ ]
Object Code	[ ]		Add to Base Pay (Y/N)	[ ]
Tax Method	[ ]		Calculation Code	[ ]
Start Date	[ ]			
End Date	[ ]		Rate/Amount	[ ]
			Use Longev/Exper Table #	[ ]
Payroll:				
Factor (percentage)	[ ]		Default Org Code	[ ]
Auto subtract from Base	[ ]			
Include in FLSA/OT Hours?	[ ]		Billing Rate/Hr	[ ]
Encumber Remaining Pay?	[ ]		Seasonal Wages?	[ ]
			Unit of Measure	[ ]

1. Select **Find** from the Ring Menu.
2. Enter the **Pay Type Code** to be changed and press **ESC**.
3. Select **Update** from the Ring Menu.
4. Change the following fields, based on the kind of pay:

<b>Certified Base Pay:</b>	
<b>Category Code</b>	1 (Base Pay)
<b>Object Code</b>	0110
<b>Include on Job Screen</b>	Y
<b>Include on Rec Earn Screen</b>	Y
<b>Certified Extended Day Pay:</b>	
<b>Category Code</b>	4 (Additional Pay)
<b>Object Code</b>	0111
<b>Include on Job Screen</b>	Y
<b>Include on Rec Earn Screen</b>	Y
<b>Calculation Code</b>	61
<b>Certified Extra Service Pay, Salary Table-Based:</b>	
<b>Category Code</b>	1 (Base Pay)
<b>Object Code</b>	0112
<b>Include on Job Screen</b>	Y
<b>Include on Rec Earn Screen</b>	Y

5. Press **ESC** to update the Pay Type Code.

## CERTIFIED SUBSTITUTE PAY TYPES

Update Pay Type Codes for Certified Substitute Base Pay. Certain fields must be set up for correct salary calculations.

### Updating Pay Type Codes

To Update a Certified Substitute Pay Type Code, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

L) Pay Type Codes

The following screen is displayed:

Session	Edit	Commands	Settings	Help
PAY TYPE CODE FILE MAINTENANCE				
Action: Find Next Prev Add Del Browse Output Update Exit ...				
Query the current database table.				
Pay Type Code	[ ]	Short Desc	[ ]	Abbrev [ ]
		Long Desc	[ ]	
W2 Code	[ ]		Include on Job Screen?	[ ]
Category Code	[ ]		Include on Rec Earn Screen	[ ]
Object Code	[ ]		Add to Base Pay (Y/N)	[ ]
Tax Method	[ ]		Calculation Code	[ ]
Start Date	[ ]			
End Date	[ ]		Rate/Amount	[ ]
			Use Longev/Exper Table #	[ ]
Payroll:				
Factor (percentage)	[ ]		Default Org Code	[ ]
Auto subtract from Base	[ ]			
Include in FLSA/OT Hours?	[ ]		Billing Rate/Hr	[ ]
Encumber Remaining Pay?	[ ]		Seasonal Wages?	[ ]
			Unit of Measure	[ ]

1. Select **Find** from the Ring Menu.
2. Enter the **Pay Type Code** to be changed and press **ESC**.
3. Select **Update** from the Ring Menu.
4. Change the following fields:

<b>Field</b>	<b>Description</b>
<b>Category Code</b>	1 (Base Pay)
<b>Object Code</b>	0120
<b>Include on Job Screen</b>	Y
<b>Include on Rec Earn Screen</b>	Y
<b>Unit of Measure</b>	<b>D</b> (Days)

5. Press **ESC** to update the Pay Type Code.

## CLASSIFIED PAY TYPES

Enter Pay Type Codes for Classified Base Pay and Overtime Pay. Certain fields must be set up for correct salary calculations.

### Updating Pay Type Codes

To Update a Classified Pay Type Code, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

L) Pay Type Codes

The following screen is displayed:

Session	Edit	Commands	Settings	Help
PAY TYPE CODE FILE MAINTENANCE				
Action:	Find	Next Prev Add Del Browse Output Update Exit ...		
Query the current database table.				
Pay Type Code	[ ]	Short Desc	[ ]	Abbrev [ ]
		Long Desc	[ ]	
W2 Code	[ ]		Include on Job Screen?	[ ]
Category Code	[ ]		Include on Rec Earn Screen	[ ]
Object Code	[ ]		Add to Base Pay (Y/N)	[ ]
Tax Method	[ ]		Calculation Code	[ ]
Start Date	[ ]			
End Date	[ ]		Rate/Amount	[ ]
			Use Longev/Exper Table #	[ ]
Payroll:				
Factor (percentage)	[ ]		Default Org Code	[ ]
Auto subtract from Base	[ ]			
Include in FLSA/OT Hours?	[ ]		Billing Rate/Hr	[ ]
Encumber Remaining Pay?	[ ]		Seasonal Wages?	[ ]
			Unit of Measure	[ ]

1. Select **Find** from the Ring Menu.
2. Enter the **Pay Type Code** to be changed and press **ESC**.
3. Select **Update** from the Ring Menu.



4. Change the following fields, based on the kind of pay:

<b>Classified Base Pay:</b>	
<b>Category Code</b>	1 (Base Pay)
<b>Object Code</b>	0130
<b>Include on Job Screen</b>	Y
<b>Include on Rec Earn Screen</b>	Y
<b>Classified Overtime Pay:</b>	
<b>Category Code</b>	2 (Overtime)
<b>Factor</b>	1.5 for time and a half or 2.0 for double time
<b>Object Code</b>	0140
<b>Include on Job Screen</b>	Y
<b>Include on Rec Earn Screen</b>	Y
<b>Calculation Code</b>	90

5. Press **ESC** to update the Pay Type Code.

## APPENDIX A

### Certified Base Pay Salary Table Grade/Rank Example

The Certified Base Pay Salary Table must be set up according to this example, which follows School Law 157.390.

Rank	Grade	Description
I	11	Certified with a Master's Degree or equivalent continuing education and 30 semester hours of approved graduate work or equivalent continuing education.
I	12	OPTIONAL, USER-DEFINED.
I	13	OPTIONAL, USER-DEFINED.
II	21	Certified with a Master's Degree or equivalent continuing education.
II	22	OPTIONAL, USER-DEFINED.
II	23	OPTIONAL, USER-DEFINED.
III	31	Certified with a 4-year college degree or the equivalent.
III	32	OPTIONAL, USER-DEFINED.
III	33	OPTIONAL, USER-DEFINED.
IV	41	Certified with 96 - 128 semester hours of approved college training or the equivalent.
IV	42	OPTIONAL, USER-DEFINED.
IV	43	OPTIONAL, USER-DEFINED.
V	51	Certified with 64 - 95 semester hours of approved college training or the equivalent.
V	52	OPTIONAL, USER-DEFINED.
V	53	OPTIONAL, USER-DEFINED.

## APPENDIX B

Following are two possible setups for the Certified Extra Service Salary Tables.

### Certified Extra Service Salary Table Grade/Rank Example I

Grade/Rank	Description	Job Class Code
AE01	Adult Education-XDuty	5000
HC01	Head Coach-XDuty	5105
AC01	Assistant Coach-XDuty	5110
AD01	Athletic Director-XDuty	5115
AR01	Attendance Reporter-XDuty	5120
SD01	Speech and Drama-XDuty	5125
MV01	Music/Vocal-XDuty	5130
MI01	Music Instrumental-XDuty	5135
CS01	Class Sponsor-XDuty	5140
GE01	Gifted Education-XDuty	5145
RS01	Recreation Supervisor-XDuty	5150
SS01	School Bus Supervisor-XDuty	5155
EC01	Extra Curr Activities-XDuty	5160
SC01	Secretarial And Clerical-XDuty	5165
CU01	Curriculum Study-XDuty	5170
PS01	Publication Supervisor-XDuty	5175
TS01	Textbook Supervisor-XDuty	5180
DH01	Department Head-XDuty	5185
VA01	Vocational Activities-XDuty	5190
TX01	Tutor-XDuty	5195
AV01	Audio Visual Supervisor-XDuty	5200
PX01	Principal Service-XDuty	5210
AP01	Asst Principal Service-XDuty	5215
SX01	Superintendent Service-XDuty	5220
DS01	Deputy Supt Service-XDuty	5225

<b>Grade/Rank</b>	<b>Description</b>	<b>Job Class Code</b>
DX01	Director Service-XDuty	5230
CX01	Coordinator Service-XDuty	5235
CO01	Centr Off Superv Svcs-XDuty	5240
OS01	Other Services-XDuty	5245
ST01	Supervisor Of Teachers-XDuty	5250
MS01	Military Service-XDuty	5255
OE01	Other Experience-XDuty	5260
BD01	School Bus Driver-XDuty	5265
BS01	Book Store Supervisor-XDuty	5270
SB01	Snack Bar Supervisor-XDuty	5275
LR01	Lunch Room Supervisor-XDuty	5280
SU01	Student Supervisor-XDuty	5285
GC01	Guidance Counselor-XDuty	5290
OX01	Other Extra Service-XDuty	5295

## Certified Extra Service Salary Table Grade/Rank Example II

Grade/Rank	Description
A	Level A: Athletic Director High School Band Director High School Basketball Coach High School Academic Team Coach High School Football Coach
B	Level B: High School Assistant Band Director High School Varsity Cheerleading Coach High School Soccer Coach High School Volleyball Coach High School Wrestling Coach
C	Level C: High School Assistant Basketball Coach High School Assistant Football Coach High School Baseball Coach High School Track Coach High School Vocation Programs Coordinator High School Assistant Wrestling Coach High School Assistant Soccer Coach
D	Level D: High School Choral Director High School Department Chairperson High School Yearbook Sponsor High School Video Yearbook Sponsor High School Drama Coach High School Tennis Coach High School Choir Sponsor High School Golf Coach Middle School Athletic Director Middle School Basketball coach Middle School Football Coach Middle School Academic Team Coach Middle School Cheerleading Coach Elementary Academic Coach

<b>Grade/Rank</b>	<b>Description</b>
E	Level E: High School Band Corps Director High School Cross Country Coach High School Newspaper Sponsor High School Video Coordinator High School Swimming Coach High School Dance Team Coach Middle School Track Coach High School Assistant Volleyball Coach
F	Level F: High School Assistant Baseball Coach High School Assistant Track Coach High School Mock Trial Team Coach High School Assistant Softball Coach High School Vo-Ag Sponsor Middle School Wrestling Coach Middle School Math Team Coach Middle School Soccer Coach Middle School Volleyball Coach Hazard Communications Coordinator Asbestos Coordinator
G	Level G: High School Weight Room Supervisor High School Assistant Academic Team Coach High School Assistant Tennis Coach High School Assistant Golf Coach High School Assistant Swimming Coach High School Assistant Cross Country Coach Middle School Publications Sponsor Middle School Assistant Basketball Coach

## APPENDIX C

### Certified Substitute Base Pay Salary Table Grade/Rank Example

This is a possible setup for the Certified Substitute Base Pay Salary Tables.

Rank	Grade	Description
I	SUB1	SUB-TEACHER RANK I
II	SUB2	SUB-TEACHER RANK II
III	SUB3	SUB-TEACHER RANK III
IV	SUB4	SUB-TEACHER RANK IV
V	SUB5	SUB-TEACHER RANK V

## APPENDIX D

Following are two possible setups for the Classified Salary Tables.

### Classified Salary Table Grade/Rank Example I

Grade/Rank	Long Description	Job Class Code
1020	Public Information Officer	7102
1080	Writer/ Photographer	7108
1100	Copyspecialist /Writer	7110
1120	Graphics Artist Ii	7112
1140	Graphic Artist I	7114
1160	Printing Supervisor	7116
1180	Photo Typesetter	7118
1200	Offset Press Operator	7120
1220	Printing Assistant Ii	7122
1240	Printing Assistant I	7124
1260	Copy Editor	7126
1610	Accounting Manager	7161
1620	Accounting Supervisor	7162
1630	Account Clerk III	7163
1640	Account Clerk II	7164
1650	Account Clerk I	7165
1660	Treasurer	7166
1710	Auditor II	7171
1720	Auditor I	7172
1760	Lead Property Records Auditor	7176
1770	Property Records Auditor	7177
1810	Financial Analyst	7181
1820	Budget Coordinator	7182
1830	Fund Services	7183
1910	Payroll Clerk II	7191



<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
1920	Payroll Clerk I	7192
2050	Food Service Account Clerk	7205
2110	Food Service Manager II	7211
2120	Food Service Manager I	7212
2130	Lunchroom Monitor	7213
2220	Food Service Supervisor II	7222
2230	Food Service Supervisor I	7223
2240	Food Service Program Assistant	7224
2320	Lead Food Service Assistant I	7232
2330	Food Service Assistant II	7233
2340	Food Service Assistant I	7234
2410	Cook/Baker	7241
2610	Adv Registered Nurse Pract	7261
2620	Registered Nurse	7262
2630	School Nurse	7263
2710	Local District Health Coordinator	7271
2720	Health Services Technician	7272
2730	Health Services Assistant	7273
2810	Audiologist	7281
2910	Physical/Occupation Therapist	7291
2920	Therapy Assistant	7292
2930	Speech Language Pathology Asst	7293
2940	Speech Language Pathologist	7294
3010	Community Relations Specialist	7301
3020	Research Technician	7302
3120	Instructor I	7312
3130	Instructor II	7313
3140	Instructor III	7314
3150	Performance Specialist	7315

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
3160	Instructional Asst-Bilingual	7316
3170	Instructional Monitor I	7317
3180	Instructional Assistant II	7318
3190	Instructional Monitor II	7319
3200	Instructional Assistant I	7320
3210	Instructional Assistant – High School	7321
3220	Child Develop Cntr Suprv-Medic	7322
3240	Child Development Center Suprv	7324
3260	Child Develop Center Asst Supr	7326
3280	Diagnostic/Assessment Counselr	7328
3300	Head Start Coordinator	7330
3320	Program Specialist I	7332
3340	Program Specialist II	7333
3350	Program Assistant I	7334
3350	Program Assistant II	7335
3360	Educational Interpreter II	7336
3370	Program Specialist III	7337
3380	Educational Interpreter I	7338
3390	Education Interpreter III	7339
3420	School Home Community Liaison	7342
3450	Assistant Coach I	7345
3460	Assistant Coach II	7346
3470	Head Coach	7347
3480	Camp Counselor	7348
3490	Preschool Associate Teacher I	7349
3500	Preschool Associate Teacher II	7350
3510	Preschool Associate Teach III	7351
3610	Media Technician	7361
3620	Library Media Clerk	7362

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
3630	Media Producer/Tech Coordinatr	7363
4110	Construction Inspector	7411
4120	Drafting Specialist	7412
4130	Electrical Engineer	7413
4210	Energy Systems Supervisor	7421
4220	Energy Auditor	7422
4230	Insulation Inspector	7423
4240	HVAC Technician	7424
4250	Energy Sys Operator/Dispatcher	7425
4310	Maintenance Manager-Electronic	7431
4320	Maintenance Manager General	7432
4330	Maintenance Manager-Mechanical	7433
4340	Maintenance Manager-Renovation	7434
4350	Maintenance Supervisor	7435
4360	Maintenance Scheduling Special	7436
4370	Preventive Maintenance Techn - HVAC	7437
4410	Lead Maintenance Technician	7441
4420	Maintenance Technican IV	7442
4430	Maintenance Technician III	7443
4440	Maintenance Technican II	7444
4450	Maintenance Technican I	7445
4460	Lead Maintenance Worker	7446
4470	Maintenance Worker II	7447
4480	Maintenance Worker I	7448
4490	Maintenance Apprentice	7449
4610	Director V	7461
4620	Director IV	7462
4630	Director III	7463
4640	Director II	7464

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
4650	Director I	7465
4660	School Food Service Director I	7466
4660	School Food Service Director II	7467
4660	School Food Service Director III	7468
4710	Coordinator VI	7471
4720	Coordinator V	7472
4730	Coordinator IV	7473
4740	Coordinator III	7474
4750	Coordinator II	7475
4760	Coordinator I	7476
4810	Assistant General Counsel	7481
4820	Real Estate Manager	7482
4880	Family Resource Center Coordinator VI	7488
4890	Family Resource Center Coordinator V	7489
4900	Family Resource Center Coordinator IV	7490
4910	Family Resource Center Coordinator III	7491
4920	Family Resource Center Coordinator II	7492
4930	Family Resource Center Coordinator I	7493
5020	Administrative Analyst	7502
5030	Asst Dir/Sys Develop,User Supt	7503
5040	Technican Support Manager	7504
5050	User Support Manager	7505
5060	Computer Operations Manager	7506
5070	Operating System Administrator	7507
5080	Institutional Research Manager	7508
5110	Lead Systems Analyst	7511
5120	Systems Analyst I	7512
5130	Systems Analyst II	7513
5140	Computer Programmer I	7514

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
5150	Computer Programmer II	7515
5160	Database Administrator	7516
5170	Data Dictionary Specialist	7517
5210	Voice/Data Communication Spec	7521
5220	Data Communications Specialist	7522
5230	Lan Technician	7523
5240	Lead Computer Maintenance Tech	7524
5250	Computer Maintenance Technic	7525
5260	Computer Lab Technician	7526
5270	Computer Training Specialist	7527
5310	Microcomputer Software Tech I	7531
5320	Microcomputer Software Tech II	7532
5330	Microcomputer Tech Specialist	7533
5340	Microcomputer Specialist	7534
5350	Microcomputer Resource Technic	7535
5370	Computer Operations Supervisor	7537
5380	Lead Computer Operator	7538
5390	Computer Operator	7539
5410	Word Processing Supervisor	7541
5420	Lead Word Processing Operator	7542
5430	Word Processing Operator I	7543
5440	Word Processing Operator II	7544
5460	Data Entry Supervisor	7546
5470	Lead Data Entry Assistant	7547
5480	Data Entry Assistant	7548
5490	Data Control Clerk	7549
6020	Custodial Services Manager	7602
6030	Custodial Services Trainer	7603
6050	Custodial Supervisor	7605

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
6060	Lead Custodian Service Worker	7606
6070	Lead Custodian	7607
6090	Custodian	7609
6120	Furniture And Equipment Specia	7612
6140	Facility Assistant	7614
6210	Grounds Manager	7621
6220	Grounds Supervisor	7622
6230	Lead Grounds Equipment Mechanc	7623
6240	Grounds Equipment Mechanic	7624
6250	Lead Grounds Worker I	7625
6260	Grounds Worker III	7626
6270	Grounds Worker II	7627
6280	Grounds Worker I	7628
6290	Lead Grounds Worker II	7629
6310	Utility Services Supervisor	7631
6320	Lead Utility Worker	7632
6330	Utility Worker II	7633
6340	Utility Worker I	7634
6410	Waste Management Coordinator	7641
6420	Chemical Applications Technicn	7642
6510	Insurance Clerk I	7651
6520	Insurance Clerk II	7652
6550	Human Resources Manager	7655
6600	Personnel Specialist	7660
6610	Personnel Assistant	7661
6650	Employee Benefit Specialist	7665
6700	Workers Compensation Specialst	7670
6750	Data Management Technician	7675
6800	Insurance Technician	7680

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
6850	Substitute Teacher Center Supr	7685
7110	Asst Dir/Bids & Specifications	7711
7210	Buyer	7721
7220	Purchasing Supervisor	7722
7230	Purchasing Assistant	7723
7240	Purchasing Technician	7724
7250	Product Evaluation Technician	7725
7310	Expediter	7731
7320	Shipping & Receiving Clerk	7732
7610	Secretary To Superintendent	7761
7620	Administrative Secretary I	7762
7630	Legal Secretary	7763
7640	Medical Secretary	7764
7650	Administrative Secretary II	7765
7660	Assistant Secretary To Board	7766
7670	Community Liaison/Adm Assistnt	7767
7710	Secretary II	7771
7720	Secretary I	7772
7730	School Secretary I-High School	7773
7740	School Secretary I-Middle	7774
7750	School Secretary I-Elementary	7775
7760	Staff Support Secretary	7776
7770	School Secretary II-Elementary	7777
7780	School Secretary II-High	7778
7790	School Secretary II-Middle	7779
7810	Clerical Assistant III	7781
7820	Clerical Assistant II	7782
7830	Clerical Assistant I	7783
7840	Clerk	7784

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
7850	Mail Clerk	7785
7860	Project Clerk	7786
7870	Mail Service Supervisor	7787
7880	Student Worker	7788
7890	Supply Services Aide	7789
7910	Receptionist	7791
8110	Assistant Dir. Investigation	7811
8210	Law Enforcement Supervisor	7821
8220	Law Inforcement Invest Officer	7822
8230	Investigator	7823
8240	Law Enforcement Officer	7824
8250	Law Enforcement Monitor	7825
8300	School Ground Monitor	7830
8310	Safety Inspector	7831
8610	Attendance Supervisor	7861
8620	Attendance Specialist	7862
8630	Attendance Data Technician	7863
8640	Demographics Analyst	7864
8650	Demographics Technician	7865
8710	Career Planner	7871
8720	Employment Training Specialist	7872
8730	Employment Training Assistant	7873
8810	Student Assistance Coordinator	7881
8820	Social Worker	7882
8850	Registrar	7885
8860	Migrant Recruiter	7886
9020	Transportation Manager	7902
9030	Transportation Area Coordinatr	7903
9040	Transportation Data Assistant	7904



<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
9060	Transportation Data Assistant	7906
9070	Vehicle Operation Cntrl Analys	7907
9080	Dispatcher	7908
9090	Parts Clerk	7909
9110	Vehicle Maintenance Assistant	7911
9120	Vehicle Maintenance Supervisor	7912
9130	Vehicle Maintenance Manager	7913
9140	Lead Vehicle Mechanic	7914
9150	Vehicle Mechanic II	7915
9160	Vehicle Mechanic I	7916
9170	Vehicle Maintenance Attendant	7917
9220	Auto Body Worker II	7922
9230	Auto Body Worker I	7923
9240	Vehicle Upholstery/Glass Workr	7924
9310	Bus Driver Training Coordinatr	7931
9320	Bus Driver Training Assistant	7932
9330	Bus Driver Trainer	7933
9340	Third Party Examiner	7934
9400	Mid-Day Bus Driver	7940
9410	Bus Driver	7941
9420	Bus Monitor	7942
9430	Bus Monitor-Exceptional Child	7943
9610	Supply Services Supervisor	7961
9620	Stock Clerk	7962
9630	Delivery Driver	7963
9640	Lead Delivery Driver	7964
9710	Textbook Services Supervisor	7971
9810	Warehouse Supervisor	7981
9820	Lead Warehouse Worker	7982

<b>Grade/Rank</b>	<b>Long Description</b>	<b>Job Class Code</b>
9830	Warehouse Worker II	7983
9840	Warehouse Worker I	7984

## Classified Salary Table Grade/Rank Example II

Grade/Rank	Description
G1	Grade 1: After-School Enrichment Program Site Coordinator Financial Manager/Treasurer Assistant Financial Manager Head Maintenance Community Education Center Director Lead Mechanic Community Education Center Director Home School Liaison County-Wide Nurse Infant/Early Childhood Director Education Resource Director School Food Service Director ESL Instructor Secretary to Superintendent
G2	Grade 2: Central Office/School Bookkeeper Family Resource Center Director Community Education Program Manager Skilled Maintenance District Skilled Technology Assistant Skilled Mechanic
G3	Grade 3: Bus Driver Head Building Custodian Cafeteria Manager Instructional Assistant/Aide Central Office/ School Secretary with BA in Education Computer Operator Semi-Skilled Maintenance
G4	Grade 4: In-School Suspension Monitor Satellite Program Facilitator

<b>Grade/Rank</b>	<b>Description</b>
G5	Grade 5: After-School Enrichment Program Site Assistant General Mechanic Attendance Clerk Instructional Assistant/Aide with ABLE Cook Library Clerk Custodial Helper Maintenance Helper Day Care Manager Parent Educator Dishwasher Technology Assistant Volunteer Aid Coordinator
G6	Grade 6: Bus Aide Office Aide Lunchroom Monitor